## LBNL Publication Submission

Requesting a Lab publication number is the first step in completing document submission required as part of your ASPR or PRD each year. You are required to get publication numbers for almost all writing you do in your job. It would really be best to request these as papers are finished instead of waiting until crunch time in June.

## **Completing Part 1**

Go to <a href="http://www-library.lbl.gov/teid/tmRco/forms/RcoReqLbnlNumber.htm">http://www-library.lbl.gov/teid/tmRco/forms/RcoReqLbnlNumber.htm</a> and request a number. This is simple—just authors (follow their format), title, division, document type, and your employee number. Within half an hour you will have your report number and the link to Part 2, the actual submission site.

## **Completing part 2**

There are three screens that have to be filled in and submitted. Below summarizes the first two. Answers in part 1 pre-fill some responses in part 2.

**SCREENS 1 & 2**—This is what's needed for Document Identification form:

## Table of Information for Submission

Req.	Question	Your paper EEMODS 92
*	LBNL # sent to you	• •
*	Project ID # for this	5759-01
*	Employee # for contact	928001
*	Primary sponsor Div.	EETD
	Other sponsoring Div.	
*	Group w/in Div.	EAD
*	Your reviewer	Jeff Harris
	(supervisor)	
*	Date paper <i>completed</i>	Paper sent on
*	Patent dept. clearance?	Needed Applied for X Not needed
*	Deliverable? Date due?	Yes, due date X No
*	Access limitation	unrestricted
*	Document category—	Book,book chapter, formal report,
	each brings up correct	$\underline{}$ conference abstract, $\underline{\underline{X}}$ conference paper,
	choices below—check	journal article,software manual, thesis
*	Specific name of	Third International Conference on Energy
	conference (see above)	Efficiency in Motor Driven Systems (EEMODS)
*	Place held & Dates	Treviso, Italy, Sept 18-20, 2003
*		International Copper
	Conference	
	Sponsor	

*	Specific title of pub	Energy Efficiency in Motor Driven Systems
	(journal or proceedings)	
	Editors	Francesco Parasiliti and Paolo Bertoldi
	Publisher and city	Springer, Berlin
	Page numbers	
*	Document type	Topical, abstract, annual, brochure, draft, final, manual, newsletter, progress, quarterly/semi annual, revision, summary/ summary abstract
*	Subject category (pull-down)	Energy efficiency, conservation,
	Second & third category	
*	Keywords	
*	Abstract	I will cut and paste from your paper
*	Funding source	DOE and
		Industry, other—add contract or grant #)
*	STI Product medium	Electronic document not yet available
	Electronic preferred	$\underline{\underline{X}}$ Electronic—attached
	See note below. You	Computer medium
	submit all writings, but	Audio/visual material
	specify access next.	Bibliographic info only about software manual

**SCREEN 2**—This is the actual submission—the Upload Electronic File page.

Important question: Do you want the full-text of this document publicly available through the Lab Reports Catalog? Circle one:

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